



CLARK COUNTY DEPARTMENT of BUILDING & FIRE PREVENTION

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Division:	All	Policy & Procedure	BD-PP-023
Subject:	ACCESS AND CONTROL OF SUPPLIES	Effective Date:	02/10/1988
Code:	N/A	Revised Date:	04/19/2012

POLICY AND PROCEDURE:

1. The Office Support staff shall control access to office and administrative equipment and supplies. Requests for supplies shall be made through staff's immediate supervisor.
2. Equipment and supplies, excluding incidental items i.e. batteries, notepads, etc., shall be issued in conjunction with an equipment requisition form.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
2.01.00	Access and Control of Supplies	02/10/1988		
BD-PP-023	Access and Control of Supplies			08/15/2008
BD-PP-023	Access and Control of Supplies		04/19/2012	
BD-PP-023	Access and Control of Supplies			10/21/2013
BD-PP-023	Access and Control of Supplies			03/04/2014
BD-PP-023	Access and Control of Supplies			03/10/2015

Developed by:	Reviewed by:		
<i>Building Division (2007)</i>	 Ted Droessler <i>Engineering Manager</i>	 Kevin McOsker <i>Plans Exam Manager</i>	 Brenda Thompson <i>Inspection Manager</i>
Reviewed by:	Approved by:		
 Samuel D. Palmer, P.E. <i>Assistant Director</i>	 Ronald L. Lynn <i>Director/Building & Fire Official</i>		